

## City of Louisville Public Records Request Procedures and Fees

Pursuant to Section 5-5 of the City of Louisville Home Rule Charter (“Charter”) and Section 24-72-203 (1) (a) of the Colorado Public Records Act, C.R.S. § 24-72-101 et. seq. (“Act”), it is the policy of the City that public records shall be open for inspection at reasonable times, except as provided by the Act or other law. The provisions of the Charter relating to public records shall be liberally construed with State open records laws to promote the prompt disclosure of City records to citizens at no cost or no greater than the actual cost to the City. Pursuant to the Charter and Act, the following sets forth procedures to ensure timely access to public records of the City that are subject to disclosure and sets forth fees for public records as permitted by the Charter.

The City Clerk is the official custodian of all public records and will process all requests for public records pursuant to the Act, with the following exceptions:

1. The Louisville police department administers criminal justice records as defined by C.R.S. 24-72-302 and will process all request for criminal justice records. (Traffic accident reports prepared by City police officers on state DR 447 forms are considered public records and will be provided through the City Clerk’s office).
2. The Louisville human resources department administers personnel records and will process all requests for personnel records.
3. The Louisville finance department administers utility billing records and will process all requests for utility billing records.

A Public Records Request form must be filed with the City Clerk to initiate a request for public records under the Act. If the records requested are criminal justice records, personnel records, or utility billing records, the requestor must file a records request with the appropriate department listed above and, in the case of criminal justice records, file a criminal justice records search request form. Except for such records, the City Clerk will research and compile records from various City departments in response to the request. When the requested documents are compiled, the City Clerk will notify the applicant of the completion of the request, the availability of the records and cost of service including any requested copies. The Police Department, Human Resources Department and Finance Department will perform such functions for, respectively, criminal justice records, personnel records, and utility billing records.

The City Clerk and each of the records custodians for such departments may adopt additional written regulations concerning the maintenance, inspection and dissemination of the records for which they are designated custodians, which regulations shall conform to the Charter, state statutes and this statement of procedures and fees.

Records subject to nondisclosure by law or under the Act will be withheld from inspection as provided in the Act. The City shall strictly construe exceptions provided under the state statutes authorizing certain public records to be exempt from disclosure to the public.

The City has three working days to process requests, and in extenuating circumstances, up to seven working days to respond to open records requests. Fees will be calculated for the cost of copies, maps, and staff research time in processing an open records request.

If the records request seeks voluminous records or records dating over a period of two or more years, for which the anticipated time to research and locate such records is more than two hours, the City Clerk may require a deposit equal to one-half of the estimated labor costs to locate the records and one-half of the estimated copying costs (if copies are requested).

### Schedule of Fees

In accordance with the standards and requirements of the Charter and Act, there are hereby established reasonable and standardized fees for producing copies of City records, as follows:

#### Summary of Copy Fees\*

- |   |   |
|---|---|
| 1. Photo copies<br>(letter or legal size) | No charge for the first twenty- five (25) pages, thereafter, \$0.10 per page.   |
| 2. Certified Copies                       | \$1.25 per page   |
| 3. Notary fee                             | No charge first document (Residents) thereafter<br>\$1.25 per notary document<br>\$5.00 per notary document (Non-Residents) |
| 4. Research fee                           | No charge for the first two (2) hours<br>Thereafter \$20.00 per hour (in 15-minute increments).                             |

#### Miscellaneous Fees

- |                         |  |
|-------------------------|--|
| 1. Postage/Mailing fees | Actual Cost applicable on mail requests  |
| 2. Photographs          | \$15.00 plus cost of copies  |
| 3. CD/DVD               | \$20.00 per tape CD/DVD (\$15.00 Technical Time +<br>\$5.00 cost of CD or DVD) |

The fees set forth above are subject to change without notice. The above procedures and fees are adopted pursuant to the Charter and CRS § 24-72- 203(1) and 24-72-205.

\*See request form for detailed table of all fees.

Adopted by City Council Resolution No. 28, Series 2006 (July 18, 2006).

Malcolm Fleming  
Malcolm Fleming, City Manager

January 1, 2013  
Date

## 2013 Public Records Request Form Copy and Printout Fee Schedule

Account Code: 010-001-44140.00 (unless otherwise noted in Fee Schedule)

<b>Date of Request</b>			
<b>Name</b>			
<b>Address</b>			
<b>Email Address</b>			
<b>City, State Zip</b>			
<b>Daytime Phone #</b>			

**Instructions:** Indicate the information you desire and/or list each public record requested. Please be as specific as possible. Allow three (3) working days for a search of records; in extenuating circumstances up to seven (7) working days may be necessary to respond to a request. Attach another sheet if necessary.

<b>Copies Requested</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Method of Delivery</b>			

**Copy and printout fee schedule** has been established pursuant to the City of Louisville Home Rule Charter and the Colorado Public Records Act. See the fee schedule on the other side of this page for a summary of the charges.

<b>Total Due</b> – see other side			
<b>Request Completed by :</b>		<b>Date</b>	
<b>Request denied</b> <input type="checkbox"/> in whole <input type="checkbox"/> in part by		<b>Date</b>	
<b>If denied, in whole or in part, basis for denial:</b>			
<b>Deposit required?</b> <input type="checkbox"/> no <input type="checkbox"/> yes			
<b>Amount of deposit:</b>			

# 2013 Fee Table

Account Code: 010-001-44140.00 (unless otherwise noted)

Public Records Request – City Clerk				
Dept.	Description	Quantity	Price	Total
<b>Copies</b>				
CC/PLN/PW	8 ½ x 11 and 8 ½ x 14 (No charge for first 25 pages)		\$ 0.10 / page	
CC/PLN/PW	11 x 17		\$ 0.20 / page	
CC/PLN/PW	24 x 36		\$ 3.00 / page	
CC	Certified Copies		\$ 1.25 / page	
CC/PLN	Notary Fee		(Residents – 1st document no charge); thereafter \$ 1.25 / per document – Non-residents \$5.00 per document	
CC/PLN	Photographs		\$15.00 plus cost of copies	
CC/PLN	CD/DVD		\$20.00 ea.	
<b>Research Fee – No charge for first 2 hours.</b>				
CC/PLN/PW	After 2 hours – charged in 15-minute increments		\$20.00 / hour	
<b>Postage – Mailing</b>				
CC/PLN/PW	Charged at standard postal or shipping rate.			
<b>Other Department Fees – Planning, Public Works</b>				
<b>City Maps</b>				
PLN/PW	Zoning Map (small)		\$ 5.00	
PLN/PW	Color Zoning Map (large)		\$20.00	
PW	City Street Map (small)		\$ 5.00	
PW	City Street Map (large)		\$10.00	
PW	Centerline Map (small)		\$ 5.00	
PW	Centerline Map (large)		\$15.00	
PW	Traffic Count Map		\$ 5.00	
PW	Utility Atlas Plots		\$ 3.00	
PW	Custom Maps / Black & White		\$ 3.00 / SF	
PW	Custom Maps/ Color		\$ 5.00 / SF	
PW	Electronic Copies		\$ 5.00	
<b>Comprehensive Plan – Also available on the City's web site*</b>				
PLN	2005 Citywide Comprehensive Plan (B & W)		\$15.00	
PLN	2005 Citywide Comprehensive Plan – CD		\$15.00	
PLN	HWY 42 Revitalization Area – Comprehensive Plan		\$ 6.00	
PLN	HWY 42 Revitalization Area – Framework Plan		\$20.00	
PLN	Downtown Louisville Framework Plan		\$30.00	
PLN	Downtown Sign Code Manual		\$10.00	
<b>Design Standards and Guidelines – Also available on the City's web site*</b>				
PLN	Industrial Design Standards & Guidelines (IDDSG)		\$35.00	
PLN	Commercial Design Standards & Guidelines (CDDSG)		\$15.75	
PLN	Design Handbook for Downtown Louisville		\$21.50	
PLN	Highway 42 Design Standards & Guidelines		\$15.00	
<b>Louisville Municipal Code – Also available on the City's web site*</b>				
PLN	Chapter 16, Subdivision Regulations		\$ 3.75	
PLN	Chapter 17, Zoning Code		\$23.75	
<b>Technical Data</b>				
PW	City Design Standards		\$40.00	
PW	Storm Drainage Standards		\$30.00	
PW	City Standard Details – CD		\$20.00	
PW	G.I.S. Information – 1/2 hr. minimum charge		\$25.00 / \$25.00 ea. ½. hr	
<b>Miscellaneous</b>				
PW	Mylar Printing		\$ 5.00 / page	
PW	R.O.W. / Excavation Permit (Acct. #010-002-42210-00)		Contact Public Works	
CC/PLN/PW	Other: (Plans, Specs, Drainage Reports, etc.)		Contact Public Works	
<b>Development / Annexation Fee</b>				
Development Fee: (Acct. #010-001-44120.00)				
PLN	SubCode: _____ SubCode: _____ SubCode: _____			
Annexation Fee: (Acct. #010-001-44110.00)				
PLN	SubCode: _____			